

yellow *Bd of Dir.*

13 MAY 1980

STATINTL

MEMORANDUM FOR: ODP Board of Directors
MBO Officers

FROM: [REDACTED]
Chief, Management Staff, ODP

SUBJECT : Management by Objectives Conferences

1. Following is the schedule for the third series of FY 1980 MBO Management Conferences with the Director of Data Processing. Members of the ODP Board of Directors are invited to attend any of the sessions:

ODP OFFICE LEVEL MBO's

| <u>Date</u> | <u>Component</u> | <u>Time</u> | <u>Room</u> |
|-------------|-----------------------------------|-------------|-------------|
| 24 June | Administrative Staff | 1330-1530 | 2D03 |
| 25 June | Management Staff | 1330-1530 | 2D03 |
| 26 June | Processing | 1330-1530 | 2D03 |
| 27 June | Joint Applications/ Processing | 1300-1345 | 2D03 |
| 27 June | Applications | 1350-1530 | 2D03 |
| 8 July | Make-up | 1300-1530 | 2D03 |

ODP DDA LEVEL MBO's*

| | | | |
|---------|---------------------------|-----------|------|
| 10 July | CAMS, CAMS II, GIMINI, 4C | 1330-1530 | 2D03 |
|---------|---------------------------|-----------|------|

* NOTE: A presentation on ADSTAR is not necessary because D/ODP attends other conferences on ADSTAR.

2. The attachments are a list of the Office and DDA level MBO's along with their ODP responsible officers. Note that TADS is now an office level MBO and CAMS II will be proposed as an additional DDA level MBO.

3. For the DDA level MBO's, additional information is needed in the FY RESOURCES ESTIMATE box of the OBJECTIVE AND ACTION PLAN. Now the resource estimate block should include information for the current fiscal year and projections for four outyears. In addition, a cumulative figure for all past years should be included.

- The WKYR figure pertains to workyears for staff personnel, i.e., Agency employees. Contractor positions should not be included in this figure, but the cost of contractor support should be included in the DOLLARS figure for the year in question.

4. In the STATUS box of the RESOURCE AND ACTION PLAN, the status of the overall objective is defined as status of the completion date of the critical path. A milestone that is not on the critical path can either be ahead or behind schedule without affecting the overall status of the objective.

5. By 6 June, please send me your STATUS REPORT and OBJECTIVE AND ACTION PLAN for the ODP office level MBO's.

6. By 2 July, please send me your REPORT and PLAN plus the VUGRAPH master briefing chart for the ODP DDA level MBO's.




STATINTL

Attachment: a/s



DIST:

Orig + 1: Addressee
2: O/D/ODP
1: C/MS/Chrono
2: ODP Reg.
ODP/MS/EEB: jae - 113 May 80

ODP OFFICE LEVEL MBO's
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| <u>Component</u> | <u>Tab</u> | <u>Objective Title</u> | <u>Responsible Officer</u> | <u>Number</u> | <u>Narrative Summary</u> | <u>Mile-Stones</u> |
|------------------|------------|---|---|---------------|--------------------------|--------------------|
| <u>AS</u> | A | Update of ODP T/O |  | AD-1 | | STATINTL |
| | B | Training | | AD-2 | | |
| | C | Account for Property and Records | | AD-3 | | |
| | D | ODP Records Schedule | | AD-5 | | |
| <u>DDA</u> | E | Training Plan for Softcopy Terminal | | AP-1 | | |
| | F | Security Consideration for Applications Standards | | AP-3 | | |
| | G | TADS | | AP-5 | | |
| <u>Joint</u> | H | App/Proc Word Processing | | J-1 | | |
| | I | App/Proc Computer Graphic | | J-2 | | |

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| <u>Component</u> | <u>Tab</u> | <u>Objective Title</u> | <u>Responsible Officer</u> | <u>Number</u> | <u>Narrative Summary</u> | <u>Mile-Stones</u> |
|------------------|------------|--|---|---------------|--------------------------|--------------------|
| <u>DDP</u> | J | Introduction of Soft-copy Terminal |  | P-3 | | STATINTL |
| | K | Implementation of Computer Plan | | P-4 | | |
| | L | Manual Document Logging System | | P-5 | | |
| | M | Personnel Access Control System | | P-6 | | |
| <u>MS</u> | N | ODP Pricing Structure |  | M-1 | | |
| | O | ODP Disaster Plan | | M-2 | | |
| | P | UFTS-Uncommitted Funds Tracking System | | M-3 | | |
| | Q | Terminal Installation Policy | | M-4 | | |


Note: An X in the Narrative Summary column or the Milestones column indicates that the document for the review period was received by Chief, Management Staff.

Review of Component MBO's will be in the order listed on this Index to Tabs for that Component.

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OFFICE OF DATA PROCESSING
FY 1980 DDA REGULAR OBJECTIVES
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| <u>Tab</u> | <u>Number</u> | <u>Short Title</u> | <u>Responsible Officer</u> |
|------------|---------------|--------------------|--|
| A | ODP-04-77 | CAMS |  X6387 R9587 |
| B | | CAMS II | X6387 |
| C | ODP-26-78 | ADSTAR | X2843 |
| D | ODP-27-80 | GIMINI | X4465 |
| E | | 4C | X8294 |